

NO FEE AGREEMENT¹Is the agreement with a [Foreign National](#)?☐Yes²☐

No

Nationality: _____

Individual Service Provider:³

Name: _____

Soc. Sec. No.: _____

Home Address: _____

Telephone: _____

Sandia Contact:⁴Name: Eric KeiterDepartment: 9233MS: 0316Telephone: 284-6088Fax: 284-5451**Services to Be Provided:⁵**Attend Sandia Numerical Aspects of Circuit and Device Modeling WorkshopJune 23-25, 2004Eldorado Hotel, Santa Fe, New Mexico

Name/activity

Date

Location

Period of Performance:⁶ June 23-25, 2004**Submit Security Termination to the Badge Office at the end of performance. Extended agreements must be renewed each year.****Clearance Requirements:⁷** None**Any person holding a security clearance is required to have an annual security refresher.**Complete information can be found at the [Contractor Clearance](#) web site.**Travel Requirements:⁸**Per Diem* Rate for Santa Fe, New Mexico is: Lodging \$ 99.00 Meals & Incidentals \$ 47.00
(Travel destination)*Note: Per diem for Lodging and per diem Meals & Incidentals are two separate items – not applied in total. Use the applicable per diem limits indicated in the [Federal Travel Regulations \(41 CFR 301, Appendix A\)](#). If a city has not been assigned specific per diem rates, use the CONUS Standard Rate. Expenses **must adhere to the FTR per diem limitations.****DOE will not reimburse costs considered unallowable.⁹****Sandia Provided Information:¹⁰**

Any and all physical forms of designs, design data, specifications, technical, scientific data, and other information furnished by Sandia to the individual Service Provider shall remain the property of the Government. Any and all such information provided by Sandia to the individual Service Provider shall be used only for the purpose of enabling performance of this No Fee Agreement and the individual Service Provider shall use its best efforts to prevent disclosure to any third party except when necessary in the performance of this No Fee Agreement.

Copyright Provision Clause:

The individual Service Provider hereby grants Sandia Corporation the permission to record by audio and/or visual means the services mentioned in the Statement of Services section of this form, services that will be rendered at the event as indicated above. The undersigned hereby grants Sandia Corporation and the U.S. Government and other acting in their behalf a paid-up, nonexclusive, irrevocable worldwide license in this recording to reproduce, prepare derivative works, prepare compilations, perform publicly, and to permit others to do so.

Concurrence:

The individual Service Provider agrees to perform the above-described services to Sandia National Laboratories under the terms and conditions described in this No Fee Agreement. Funds provided pursuant to Contract DE-ACO4-94AL85000, for the management and operation of Sandia National Laboratories between Sandia Corporation and the Department of Energy, shall be used in the payment of the above-cited expenses.

Ekanathan Palamadai

Service Provider (name)

Signature

Date

Approval:¹¹

Name

Signature

Date

Department

MS

Copy to (w/related forms):Requesting Organization
MS 0171 – Personnel Security (3113)
MS 0180 – Requirements & Policies (10001-1)
MS 0125 – Special Projects (0010)**Related forms: (attach copy of signed Agreement to each form)**

*Security Clearance Justification (SF7643-DOE)

*Contractor/Consultant Badge/Clearance Request (SF 7643-CEC)

*Consultant and Other Non-Employee Expense Voucher (SF 4601-C)

Contacts:

Foreign Nationals:	Foreign Interactions Office (3134) – 844- 8263
Clearances:	Personnel Security/Badge Office (3113) – 284-3103
No Fee Agreements:	Senior VP for Special Projects Office (0010) – 845-9658

Refer to [Financial Manual, Chapter 17](#) – Payable Accounting under the heading “No Fee Agreement” for further information.

INSTRUCTIONS

Numbers in red provide additional information on each section.

-
- ¹ Use of this form is to document an agreement between Sandia National Laboratories (Sandia) and an Individual or company/firm (Service Provider) for services provided at no cost to Sandia. **NOTE:** If a personnel security clearance will be required in the performance of the agreement, the individual must represent him/herself and not be associated with any company, university, or other form of business. If the individual is associated with a company, university, or other form of business, the company/university or other business must be Foreign Ownership, Control, or Influence (FOCI), certified or undergo the FOCI certification process. Contact the Facility Survey & Approval Coordinator (FSAC) on 505-845-8517 for specific instructions.
 - ² If the No Fee Agreement is with a foreign national, prior to preparing this agreement and before arrival of the individual, obtain approval from the Foreign Interactions Office, 3134. If approval is not granted, the agreement cannot be set in place.
 - ³ Information on the Service Provider.
 - ⁴ Information on the Sandia contact requesting the agreement.
 - ⁵ Brief statement of services to be provided, including name, date, and location of the event.
 - ⁶ Date(s) when services will be provided.
 - ⁷ Level of security clearance required. Security clearances are obtained through the Personnel Security, Department 3113, or California Security Operations, Department 8511-1.
 - ⁸ Brief statement of services to be provided, including name, date, and location of the event.
 - ⁹ Unallowable costs that will not be reimbursed by DOE include, but are not limited to: a) portion of the cost that exceeds the lowest available airfare; b) travel costs in excess of CFR regulations; d) car rental and lodging expenses not substantiated with copies of receipts; e) meals, local transportation, and incidentals over \$75 not substantiated with receipts; f) costs for alcoholic beverages.
 - ¹⁰ The Service Provider must sign PRIOR to rendering his/her services to Sandia Corporation. **Any modifications or exceptions to this section must be approved by Sandia Legal Division (11200) before entering into this agreement.** (Refer to [CPR 001.3.1](#))
 - ¹¹ The manager (or higher) of the requesting organization authorizes the agreement by signing the form.